## PROCEEDINGS OF THE BROWN COUNTY PUBLIC SAFETY COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Public Safety Committee** was held on Thursday, December 1, 2010 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, WI

Present:

Tim Carpenter, Dave Kaster, Andy Nicholson, Patrick Buckley

Excused:

Tom DeWane

Also Present:

Executive Hinz, Judge McKay, D.A. Zakowski, Susan Tilot, Sarah Belair, Cullen Peltier,

Karl Fleury, Dennis Kocken, Don Hein, John Lampkin, Bill Dowell, Jeff Oudeans,

Debbie Klarkowski, Paula Kazik, John Gossage, Jason Beck, Neil Basten, Officer Ronk,

Lieutenant Poteat.

### I. Call Meeting to Order:

The meeting was called to order by Vice-Chair Andy Nicholson at 5:00 p.m.

Nicholson congratulated John Gossage for his election to Sheriff of Brown County as well as Jason Beck as the newly elected Clerk of Circuit Courts.

### II Approve/Modify Agenda:

Motion made by Supervisor Kaster and seconded by Supervisor Carpenter to approve. Vote taken. MOTION APPROVED UNANIMOUSLY

### III. Approve/modify minutes of October 21, 2010.

Motion made by Supervisor Carpenter and seconded by Supervisor Kaster to approve. Vote taken. MOTION APPROVED UNANIMOUSLY

### 1. Review minutes and reports of:

- a. Drug Enforcement and Crime Oversight Board of Directors (October 12, 2010).
- b. Emergency Medical Services Council (September 15, 2010).

Motion made by Supervisor Kaster and seconded by Supervisor Carpenter to combine items 1 a & b for approval. Vote taken. MOTION APPROVED UNANIMOUSLY

Motion made by Supervisor Kaster and seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION APPROVED UNANIMOUSLY

### **District Attorney**

### 2. Monthly drug criminal complaint numbers (standing item).

Tilot provided a handout re: Branch Numbers, Judge info, etc. (attached).

Supervisor Kaster asked that the branch numbers be added to the drug criminal complaint numbers provided in their packets from now on.

Carpenter noted that the numbers in the packet were from August, Tilot responded that there had been some computer problems statewide and she would look into it to make sure everything was updated.

A copy of the current Monthly Drug Criminal Complaint Numbers were supplied to the County Board office and attached.

Supervisor Buckley arrived at 5:10 p.m.

Motion made by Supervisor Kaster and seconded by Supervisor Carpenter to have September and October Monthly Drug Criminal Complaint Numbers provided with the addition to chart of branch number and judge and the elimination of attorney assigned. Vote taken. MOTION APPROVED UNANIMOUSLY

### **Clerk of Courts**

3. Budget Status Financial Report for October, 2010.

Motion made by Supervisor Carpenter and seconded by Supervisor Kaster to receive and place on file. Vote taken. <u>MOTION APPROVED UNANIMOUSLY</u>

4. Resolution re: Reclassification of Clerk/Typist II Clerk of Courts (referred back from October Public Safety and October County Board).

Judge J.D. McKay stated there is a situation in the Clerk of Court's office; there are four people at the front desk, three of them are equally classified and one is of a lesser classification. He felt there was a potential for causing serious problems in terms of level of pay and grievances and this was an effort to bring all four into the same category.

Human Resources Manager Debbie Klarkowski responded that the information from McKay was correct the one person classified as the Clerk/Typist II was performing the same duties as the other three Customer Services Clerks. That does require additional knowledge, skills and abilities. It's not just a data entry position anymore and requires more problem solving, working with the public, and the complexity had increased.

Supervisor Buckley stated he had been frustrated, as well as his constituents, with regards to the reclassifications. He questioned why are there wage freezes and even hiring freezes when the county continues to circumvent raises, why are departments paying certain employees more money? McKay interjected that the information wasn't accurate. He explained that people don't understand the relationship between a collective bargaining agreement and the level of work being produced in a given work station. He's not suggesting that there isn't a serious and important consideration to be made about the amount of public money being spent on public employees but you can't have four people doing the same job and pay three of them differently than you pay the one. This was an effort to make things consistent. Buckley stated that in a private sector you may have people doing the same jobs being paid different wages. There is an understanding that people's wages are going up and theirs aren't. People have complained. He felt it was pretty simple and it was his opinion that it can happen. Going forward, this issue will have to be addressed in the bargaining unit, something more realistic to what the times are now. Buckley felt it was hard to justify the classification right now in these economic times. Klarkowski responded that she understood it does happen in the private sector but wanted to make the committee aware that this was part of the court house bargaining agreement and there was an article in that contract that states if someone is performing duties outside of the grade of their classification they can request out of grade pay. It may not happen but most likely that will be the next request that will be received from the union. McKay continued that the situation may very well be that they resolve the problems during the collective bargaining process but the bottom line is that you have to deal with what you have right now in terms of the collective bargaining agreement and deal with the reality in the work place in terms of what people do and the expectation that people coming into that job not only have what level of pay they are going to get and the expectations of the amount of work and kind of work they are going to do. The whole process had got to be looked at.

Buckley questioned what the expectations of pay was when they were brought on. Klarkowski stated she was unfamiliar but assumed that they were hired into a Clerk Typist II position and would have received the wages that were associated with that position. The process that is outlined in the contract is that if they are assigned additional duties, after six months, they can

request a reclassification. Buckley suggested taking a step backwards and having some of those duties reassigned to the three other employees. He stated that would be something their supervisor should take a look at.

Nicholson felt that if a person was in the union and their job description was "x" why would they do "x and o" to then have HR come back and state they need to be re-classed with an increase in pay when they were hired to perform "x". Klarkowski explained that what she believed had happened was that over time the operation of the Clerk of Courts had changed and based on the demand of the business it warranted this person to take on additional duties. The assignment/reassignment of duties is one of the policies that don't require County Board approval. It can be done within the department, Human Resources and through the County Executive. She added that when it comes to a reclassification and a change in pay, it would then require County Board approval. Buckley suggested looking at the job descriptions; he felt that maybe it wouldn't be that much to expect them to take on more work without an increase in pay. Klarkowski responded that does happen in some other positions but that is why there is an analysis done in conjunction with Human Resources and the department. Based on an analysis, it showed that this person is performing at a higher level than what is outlined in the Clerk Typist II job description.

McKay reiterated that the fact of the matter is the service that is required to be provided to the public by the Clerk of Court's office necessitates having four Customer Service Clerks at the front desk. It's inconsistent to the collective bargaining agreement to have three people classified one way and one another way. There needs to be uniformity brought to the front desk of the Clerk of Court's office. This is the kind of thing that unfortunately has to be done because there aren't any alternatives and this could lead to some serious problems in the office in terms of getting the work done. He added, especially if a person with Clerk Typist II qualifications were to be bumped into that position, they would not have the skills or knowledge to operate/perform the responsibilities to take on Customer Service Clerk duties. The current person does, she had been employed in the Clerk of Court's office for over 10-15 years.

If the reclassification is approved all four employees would absorb all the duties within the front desk. Clerk of Courts Financial Operations Manager Neil Basten stated that the Clerk Typist II received traffic tickets and bond money that was coming in. At times this person was the busiest person and the other three were not trained to assist. They started noticing this and got HR involved so they could start cross training everyone to make it more customer service savvy. Buckley reiterated that he felt it was a supervisory issue.

Motion made by Supervisor Carpenter to approve the reclassification of Clerk/Typist II Clerk of Courts. No second, motion failed.

Motion made by Supervisor Nicholson and seconded by Supervisor Buckley to deny. Vote taken. (Ayes: 4; Nicholson, Buckley, Kaster; Nays: 1; Carpenter) MOTION PASSED

### **Public Safety Communications**

5. Budget Status Financial Report for September, 2010.

Motion made by Supervisor Kaster and seconded by Supervisor Buckley to receive and place on file. Vote taken. MOTION APPROVED UNANIMOUSLY

6. <u>Budget Adjustment Request (#10-137): Increase in expenses with offsetting increase in revenue.</u>

The grant will be used to increase public outreach arm of our Brown County Public/Private Partnership. The funds will be used to print out brochures that will aid in recruitment and over all outreach effort.

Motion made by Supervisor Carpenter and seconded by Supervisor Kaster to approve. Vote taken. MOTION APPROVED UNANIMOUSLY

# 7. <u>Grant Application Review (#10-25): Hazardous Materials Emergency Planning – Training</u> Grant.

The Hazardous Materials Response training will enable responders to efficiently respond to any known or unknown chemical mixture. They will be taught the HazMatlQ 4 Step System which is a tool that incorporates job aids. After the training the student can size-up any chemical in minutes. Size-up includes determining the physical state, establishing the initial hot zone, and choosing the correct meters and PPE. This is a no match grant.

Motion made by Supervisor Kaster and seconded by Supervisor Buckley to approve. Vote taken. MOTION APPROVED UNANIMOUSLY

### 8. Radio Interoperability Project Update.

Public Safety Communication Director Karl Fleury reported that on November 10 they had a town hall meeting held at UWGB. A PowerPoint presentation was done and they had opened the floor up for questions and answers. It went from 7-9:45pm. From that point the RFP is out and the date of return is December 15, 2010.

Buckley stated he had some calls with concern as to how much time with the RFP. He questioned if there was an industry standard on this type of situation. Fleury responded that it was his understanding to their consultants that the time that was allocated for was reasonable. They had also made inquiries to the vendors as to what time they would need to put together and RFP. At the vendors meeting one vendor made a request for an extension, they were advised it would be taken under consideration. The vendor was asked specifically what amount of time they needed to put together for a proposal and they stated 30 days which was granted.

Buckley questioned if any vendors were denied to tour the facility. Fleury responded no. This was a request that was put out on the website; they set up two site visits, there are only two tower sites to visit, and they made it available to have access. It was set up to have two site visits on separate dates, all times were publicized and there were no takers.

Buckley questioned how many people were actively putting together a bid for this RFP. Fleury stated he didn't have an exact number but there were several potential vendors.

Communications Specialist John Lampkin provided a handout re: Purchasing – Request for Proposal (RFP) Process (attached).

### Richard Carlsted - 1640 Dancing Dunes Drive

Carlsted stated there was an article in Monday's Press Gazette re: Brown County radio system provider search under way (attached). He stated he was concerned with a comment by Virchow, Krause & Company, which stated they concluded that "the selection process was characterized by inadequate management and documentation". Carlsted stated he had much respect for the company; he felt they were the best management consulting group in the Fox Valley area, and he wondered if those comments had been recognized and acted on. He questioned why the county would hire management consulting firms for consultation if they weren't going to pay attention to what they were saying. From the publics point of view he felt it was a dichotomy.

Fleury stated that he could not respond to that time back in 2005/6, it was a few years before he had stepped in as Director. It was under the former Executive Carol Kelso's administration. He is not familiar to make comments but stated that from a standpoint from when this project started over a year ago, that they are diligently addressing all areas of concerns and issues. Executive Hinz stated it was also before his time but what he recalled in the whole process was that that was the point of contention between former Executive Kelso and former Public Safety

Communications Director Jim Nickel. That led to the parting of ways of Nickel who left the county. When Hinz brought Nickel back on, that issue was looked at by the County Board and they felt there wasn't any relevance to it.

Kaster felt it was their opinion but he was sure that the inadequacy is what they are trying to fix. Fleury added that he didn't believe it applied to this process at this time. They reviewed something several years prior. Fleury stated he had no objections in contacting Virchow, Krause and will report back.

Motion made by Supervisor Buckley and seconded by Supervisor Kaster to ask Director Fleury to follow up the questions from Mr. Carlsted's inquiries from the Green Bay Press Gazette. Vote taken. <u>MOTION APPROVED UNANIMOUSLY</u>

### 9. Director's Report.

Fleury stated he felt they covered a lot of it with the discussion they had already, Supervisor Nicholson interjected that he'd entertain a motion.

Motion made by Supervisor Carpenter and seconded by Supervisor Kaster to receive and place on file. Vote taken. <u>MOTION APPROVED UNANIMOUSLY</u>

### **Sheriff**

### 10. Budget Status Financial Report for October, 2010.

Sheriff Kocken noted that they are in budget and revenues are exceeding expenses and are looking good there.

Motion made by Supervisor Carpenter and seconded by Supervisor Kaster to receive and place on file. Vote taken. MOTION APPROVED UNANIMOUSLY

# 11. <u>Key Factor Report for December, 2010 and Jail Average Daily Population by Month and Type for the Calendar Year 2010.</u>

The population in the jail is up by 30 inmates. Their electronic monitoring is holding high. They had to open a pod but they are slightly down from 739 and anticipate that it will drop a little more with the upcoming holidays.

Motion made by Supervisor Carpenter and seconded by Supervisor Buckley to receive and place on file. Vote taken. <u>MOTION APPROVED UNANIMOUSLY</u>

# 12. <u>Budget Adjustment Request (#10-120): Increase in expenses with offsetting increase in revenue.</u>

This adjustment is for finger printing equipment that was approved back in July, 2010. Now it's a matter of purchasing it and there is no match needed.

Motion made by Supervisor Carpenter and seconded by Supervisor Kaster to approve. Vote taken. MOTION APPROVED UNANIMOUSLY

### 13. <u>Update on Pharmaceutical position in the Drug Task Force.</u>

Lieutenant Poteat and Officer Ronk came forward. Officer Ronk from the Sheriff's Department stated since January 1, 2007 he had been the narcotics investigator. Since late March of 2010 he had been assigned the Diversion Investigator. Since that time he had attended the basic Prescription Drug Diversion School, two Wisconsin Narcotic Officers Association Conferences. 70% of prescription drugs abusers in our community receive these drugs from friends and family, only 4% of abusers are buying from a street dealer. Because of indication the education is very

important part of this role. Since March of this year he had done 18 presentations devoted partially to prescription drugs to high school students, parents, colleges, counselors, educators, doctors, pain management clinics, pharmacists, and other law enforcement officers. Ronk informed that he had opened 22 separate drug investigations which are all entirely prescription drug related. He had assisted in three overdose related homicides and helped to facilitate and arrest two pharmacy armed robberies in Brown County. He had made himself available to all officers in the county and receives daily phone calls with questions and concerns seeking his assistance with prescription drugs. Some of the roadblocks he is finding in this position is very often healthcare professionals in the general public are not aware that HIPAA laws do not apply to criminal activity which makes his investigations at times much more difficult and time consuming.

In the last eight working days he has had 11 fraudulent prescriptions that he had received from different pharmacies in Brown County. The names, date of birth and addresses fraudulent but the pharmacies had filled the prescriptions anyway. Supervisor Nicholson questioned if there could be any repercussions for this. Ronk responded that there had been a deputy that had contacted him and he had arrested someone who had a fraudulent prescription that they obtained from one of the Brown County hospitals. The officer contacted that doctor and the doctor's response was to just tear up the prescription. The person who obtained the prescription went to the ER and presented himself as a different person. Ronk informed that this was one of the things that they run into.

Some of the things Ronk would like to do to alleviate some of these problems for the rest of the year and in 2011 would be to develop indicators of fraud and prevention for all pharmacies in Brown County. Assist and collect tips from them. Additionally to help share this information. A lot of the prescriptions in the past eight working days that were fraudulent the date of birth were the same for all. If they could pass that information on to all the pharmacies, it would alert them to keep an eye open. Next year they are starting new hours which will be conducive to achieving this goal where he will be working more normal hours and will be more available. Something Ronk felt would be a big help in his position was if there was a state law or county ordinance that would require patients to show photo identification for the prescription drugs that they see the most of in the community. Without something like that kept on file, fraud cases are almost impossible to investigate and in most cases the prescription is already filled and he has nothing to go on.

Poteat added that one of the issues that they run into is that these are businesses and while certainly common sense dictates that you ID someone before you give them a prescription, these pharmacies are competing against each other. Unless there is a level playing field, where each clinic has the same policy then the lawyers, stockholders, and corporations have different interests than the law enforcement. An ordinance or preferably a state statute will put everyone on the same playing field.

Kocken stated that he would work with Corporation Counsel John Luetscher on coming up with a state statute requiring a photo ID when purchasing prescription drugs.

Carpenter thanked Officer Ronk for the time and training he has put into these efforts. Also the passion he has to try and get a stop to this.

Motion made by Supervisor Buckley and seconded by Supervisor Carpenter to forward to Corporation Counsel for recommendations and possible action. Vote taken. <u>MOTION</u> APPROVED UNANIMOUSLY

# 14. <u>Approval of RFP For Architectural and Engineering Design Services for the Sheriff Office</u> Building, Project # 1434.

Facilities Management Director Bill Dowell informed that the RFP information was in their agenda packet. He noted that the budget was approved at their previous meeting. There had been some

urgency in getting the renovations done as soon as possible so it had been decided to post for architects which is concurrently taking place. Their intent was that if there are any changes from this meeting or from the County Board meeting they would incorporate those changes into the plan. By doing it concurrently they are saving six to eight weeks out of the process and it will allow them to get into the building sooner. They will receive the proposals on December 2<sup>nd</sup> and will go into the review and selection process after that. Dowell explained who would make up the selection committee.

Buckley questioned if there was a penalty for not being in the building by a certain date. Dowell explained that there would not be, it had used a penalty process in the past and felt it ends up being more of a legal issue. He informed that he had not used them in his past experiences but there had been talk about it. Facility Project Manager, Jeff Oudeans agreed with Dowell and stated that no one wins in that situation. Buckley stated it would cost them money if it's not completed on time. Oudeans stated that they have asked the architects if the timeline is doable and was informed that it was.

Discussions ensued with regards to paying the money to become LEED certified or if there was a possibility that with working on an existing building, could they have the project manager oversee and make sure the LEED updates were implemented. Dowell stated that that question had come up during the Community Treatment Center (CTC) and 911 Center projects. It was basically a requirement for those two projects. The cost to be LEED certified would be "up to" 5% the cost of the project. The CTC had saved \$70,000 a year on their utility bill, there was also a reimbursement of \$120,000 from Focus on Energy grants. The CTC had a LEED requirement with a 30% efficiency requirement. The 911 Center had a 25% requirement. With the S&L building being an existing building there is a 10% efficiency requirement. Dowell stated that it was believed that if they had a hard requirement they would get more of an effort out of their architects and engineers. With the other projects the kept laying it in front of the architects. Architects sign up for it but it's a challenge. Dowell believed you get your product if you make it a hard requirement. If you make it LEED like or energy efficient there are no specifics. Buckley felt that the project manager could do the same thing and follow the guidelines rather than paying for the certification. Dowell responded that they may pay up to \$50,000 for the certificate but will get that back through their energy efficiencies. He believed the money was well spent for the other projects. Buckley asked what would happen if they made a motion to leave it up to their department to monitor the LEED efforts. Dowell responded that he would need budget to make that happen. It's a lot more effort, time, hours on the project manager, priorities shift, etc.

Motion made by Supervisor Buckley and seconded by Supervisor Nicholson to table the approval of RFP for Architectural and Engineering Design Services for the Sheriff Office Building, Project \$1434. Vote taken. Ayes: 2 (Nicholson, Buckley); Nays: 2 (Kaster, Carpenter). MOTION FAILED

Motion made by Supervisor Carpenter and seconded by Supervisor Kaster to approve. Vote taken. Ayes: 2 (Kaster, Carpenter); Nays: 2 (Nicholson, Buckley). MOTION FAILED

Nicholson stated that there was no recommendation from this committee, this will be referred to the County Board and the board will have to make the final decision in two weeks.

Supervisor Nicholson excused at 6:28 p.m.

### 15. Sheriff's Report.

Sheriff Kocken thanked the committee. He stated that this was his last Public Safety Committee meeting in the last eight years and wanted to let the people of Brown County know that it's been an absolute pleasure and privilege to serve them as their Brown County Sheriff. He added that he would not have traded it for anything in the world. The committee thanked him as well for his service. Kaster thanked him and stated that Kocken did a fine job.

Motion made by Supervisor Carpenter and seconded by Supervisor Buckley to receive and place on file. Vote taken. <u>MOTION APPROVED UNANIMOUSLY</u>

# #15a Review the Pay Scale of Lieutenants and Captains from the Brown County Sheriff's Department.

Motion made by Supervisor Carpenter and seconded by Supervisor Buckley to receive and place on file. Vote taken. <u>MOTION APPROVED UNANIMOUSLY</u>

16. Circuit Courts - Budget Status Financial Report for September, 2010 and October, 2010.

Motion made by Supervisor Carpenter and seconded by Supervisor Buckley to receive and place on file. Vote taken. <u>MOTION APPROVED UNANIMOUSLY</u>

### Medical Examiner - No agenda items

### **Other**

17. Audit of bills.

Motion made by Supervisor Carpenter and seconded by Supervisor Buckley to pay the bills. Vote taken. MOTION APPROVED UNANIMOUSLY

18. Such other matters as authorized by law.

Motion made by Supervisor Buckley and seconded by Supervisor Carpenter to adjourn at 6:30 p.m. <u>MOTION APPROVED UNANIMOUSLY</u>

Respectfully submitted,

Alicia A. Loehlein Recording Secretary

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17 Roland M Peynetsa

IA 9/29/10

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Defendant	Date of Birth	Sex F	Sace	Race Address	Branch Number	Case Number	Charges	Disposition
18 Jeremiah S Berg	12/27/1979	Σ	>	827 S Jackson St Lwr Green Bay, WI 54301	4-Kelley	10CF1070	Del Cocaine (>5-15g)-PTAC- 2nd & subs-on or near park-2cts Del Cocaine (>15-40g)- 2nd & subs Poss THC-2nd & subs PDP Obstructing	PH 9/24/10
19 Melissa M Wolf	5/25/1984	ш	>	6579 Superior Ave Oconto, WI 54153	8-Atkinson 10CF1076	10CF1076	PDP-PTAC Poss THC-2nd & subs-PTAC Poss Control Subst-2nd & subs-PTAC (Adderall) Poss Narc Control Subst- PTAC (Hydrocodone) Poss Non-narc Control Subst-PTAC (Clonazepam)	IA 10/5/10
20 Reginald N Mitchell	9/16/1988	Σ	Ф	1105 Brookwood Dr Green Bay, WI 54304	2-Warpinsk 10CF1083	10CF1083	Del THC (<=200g)-PTAC- 2nd & subs-rptr Poss THC-2nd & subs-rptr PDP-rptr PWI/D THC (>200-1000g)- 2nd &subs-rptr	AIA 9/28/10
21 Candice K Thornton	4/9/1984	щ	В	1105 Brookwood Dr Green Bay, WI 54304	3-Bischel	10CF1084	PWI/D THC (<=200g)-2nd & subs	PH 10/5/10
22 Douglas M Darby	6/18/1985	Σ	>	3602 Glenhaven Ct Green Bay, WI 54301	8-Atkinson 10CF1086	10CF1086	Robb Threat Force-rptr-2cts Poss THC-2nd & subs-rptr PDP-rptr Poss Narc Drugs-2nd & subs-rptr (Oxycontin) Poss Narc Drugs-2nd & subs-rptr (Oxycodone)	AIA 9/23/10
23 Angel L Rodriguez 12/8/2010	1/7/1967	M C:\Use	H rs/loe	515 N Henry St Green Bay, WI 54302 Nein_aaVAppData\Local\\&crosoft\	-Zuidmulde \Windows\Tempo	10CF1087 prary Internel	1st Deg Reckless Homicide- M H Green Bay, WI 54302 I-Zuidmulde 10CF1087 Del Drugs (Heroin) IA 9/30/10 C:\Users\Ioehlein_aa\AppData\Local\Microsoft\Windows\Temporary Internet Files\OLK148\September 2010 Drug Cases.xls	IA 9/30/10 Jrug Cases.xls

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	Date of	 	, , 		Branch	Case		
Defendant	Birth	Sex	Race	Address	Number	Number	Charges	Disposition
24 David L Turner	8/19/1974	Σ	В		-Zuidmulde 10CF1088	10CF1088		SC 9/30/10
25 David L Turner	8/19/1974	Σ	<u> </u>		4-Kellev	10CF1089		PH 9/27/10
26 David E Williams	2/24/1976	Σ	*	1466 Langlade Ave Green Bay, WI 54304	6-McKay	10CF1091	1	IA 10/14/10
27 Richard J Leaman	12/26/1988	Σ	_	824 Spence St Green Bay, WI 54304	3-Bischel	10CF1093	Del THC (<=200g)-PTAC Poss THC PDP	IA 10/15/10
28 Nicholas Villanueva-Matta	10/30/1985	Σ	I	2236 Imperial Lane #1 Green Bay, WI 54302	6-McKay	10CF1104	Robb Threat Force-PTAC-rptr Burg-PTAC-rptr Kidnap-PTAC-rptr False Imprison-PTAC-rptr Obstructing-rptr Fraud Use CC-PTAC-rptr OMVWOC-PTAC-rptr	IA 9/30/10
29 Travis A Allen	1/22/1986	Σ	۵	1935 Reinhard Dr #14 Green Bay, WI 54303	6-McKay	10CF1105	Robb Threat Force-PTAC-rptr Burg-PTAC-rptr Kidnap-PTAC-rptr False Imprison-PTAC-rptr Obstructing-rptr Fraud Use CC-PTAC-rptr OMVWOC-PTAC-rptr	IA 9/30/10
30 Michael D Edwards	8/5/1981	Σ	3	2348 S Ridge Rd Green Bay, WI 54304	-Zuidmulde 10CF1106	10CF1106		Pending
31 Holly A Glodoski	1/30/1981	ட	>	2348 S Ridge Rd Green Bay, WI 54304	3-Bischel	10CF1107	Manuf THC (>200-1000g)- PTAC-2nd & subs MDTP-PTAC-2nd & subs PDP-PTAC Child Neglect-3cts	Pending

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	Date of				Branch	Case	2	
Defendant	Birth	Sex	Race	Race Address	Number	Numper	Charges	Disposition
32 Shane M Alberts	5/29/1979	Σ	≥	304 S Oakland Green Bay, WI 54303	5-Hammer 10CF1108	10CF1108	Poss THC-2nd & subs-on or near certain places PDP Child Neglect	AIA 9/30/10
33 Matthew M Robinson	2/7/1982	Σ	≥	2762 Viking Dr #D Green Bay, WI 54304	4-Kelley	10CF1109	Poss THC-2nd & subs PDP DC Fel BJ	Pending
34 Dylan M Vorpahl	5/29/1993	Σ	≥	715 Pine St #3 Green Bay, WI 54301	6-McKay	10CF1120	Del THC (<=200g)-4cts PWI/D THC (<=200g) PDP-PTAC	PH 10/4/10
35 Earlene L Powell	3/18/1983	ᄔ	В	423 N Chestnut Ave Green Bay, WI 54303	8-Atkinson	10CF1127	Del Cocaine (>1g but <=5g)- PTAC	AIA 10/12/10
36 Hakeem L Hargrove	2/21/1990	Σ	В	723 Chapel View Rd Green Bay, WI 54311	3-Bischel	10CF1133	PWI/D THC (<=200g)	AIA 10/6/10
37 Kristis L Schounard	9/19/1969	ட	>	1537 Morrow St A Green Bay, WI 54302	-Zuidmulde 10CF1137	10CF1137	Poss THC-2nd & subs-PTAC Poss Cocaine-2nd & subs- PTAC PDP	AIA 10/12/10
							Poss Cocaine-2nd & subs- PTAC Poss THC-2nd & subs- PTAC Poss/Illegal Obtain Prescript (Seroquel) MDTP-2nd & subs PDP Poss Non-narc Control Subst- 2nd & subs (Lorazepam) Poss Control Subst	
38 Ryan J Kowalski	12/31/1966	⋝	≥	Green Bay, WI 54302	3-Bischel	10CF1138	(Adderall)	AIA 10/5/10

3132 16th St

M B North Chicago, IL 60064 6-McKay 10CF1141 PTAC
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39 Maurice T Bost 12/8/2010

Charges Filed in September 2010	Branch Case	
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	Date of		, 		Branch	Case		
Defendant	Birth	Sex	Race	Address	Number	Number	Charges	Disposition
40 Joseph E Blue	11/8/1977	Σ	В	1929 55th St Kenosha. WI 53144	3-Bischel	10CF1142	Del Cocaine (>1g but <=5g)- PTAC-2nd & subs Poss THC-2nd & subs Obstructing	AIA 10/14/10
41 Josephine A Marshall	7/3/1993	ш	≥	4270 White Pine Dr Green Bay. WI 54313	8-Atkinson		Burg Building or Dwelling Misd Theff (adderall)	AIA 10/5/10
42 Patricia A Noyes	10/16/1985	ш	-	413 1/2 Elmore St Upper Green Bay, WI 54303	-Zuidmulde	10CF1144	1	AIA 10/7/10
43 Alex J Anderson	7/20/1992	Σ	≯	1997 Libal St #17 Green Bay, WI 54301	3-Bischel	10CF1153	1	IA 10/28/10
44 Robert J Arnold	12/3/1992	Σ	≯	1031 S Seventh St DePere, WI 54115	3-Bischel	10CF1154	Burg Building or Dwelling- PTAC (THC)	IA 10/28/10
45 Matthew W Smet	4/19/1980	Σ	≥	819 Smits St DePere, WI 54115	8-Atkinson	10CF1161	Fel BJ	Warrant
46 Luke L Laurent	3/18/1986	Σ	≯	1730 Bentwood Dr Green Bay, WI 54303	6-McKay	10CM1404	PDP-rptr Misd BJ-rptr	FPT 9/30/10
							Misd Retail Theft	77774
47 Toby J Madsen	10/7/1973	Σ	>	1522 County Road R Maribel, WI 54227	6-McKay	10CM1406	Poss THC PDP Misd BJ	FPT 9/30/10
48 Toby J Madsen	10/7/1973	Σ	8	1522 County Road R Maribel, WI 54227	6-McKay	10CM1407		FPT 9/30/10
49 Tvrone J Barber	2/2/1976 2/24/1976	Σ	-	N5225 Cty Rd E	2-Warningk 10CM1417	10CM1417	Obstructing-rptr PDP-rptr Misd B Lretr	000000000000000000000000000000000000000
50 Dustin T Brunette	3/11/1992	Σ	- ≥	1069 Roland Lane #9 Green Bay, WI 54303	2-Warpinsk 10CM1419	10CM1419		AIA 9/29/10
51 Michael S DeKeyser	7/18/1972	Σ	≥	821 Nicolet Ave Green Bay, WI 54304	2-Warpinsk 10CM1423	10CM1423		FPT 9/27/10
52 Julianna C Basten	12/4/1987	ш	≥	114 N Chestnut #4 Green Bay, WI 54303	4-Kelley	10CM1424	Poss THC PDP	BBH 9/17/10
53 Stephanie M Blanchette	8/28/1990	ш	≯	2814 L 7th St Two Rivers, WI 54241	-Zuidmulde 10CM1435	10CM1435		IA 10/8/10
54 Russell J Larock	4/1/1988	Σ	כ	4454 Anston Rd Green Bay, WI 54313	6-McKay	10CM1436		IA 10/12/10
55 Karisa M Doe	3/5/1991	L .	>	241 N Broadway St F W Green Bay, WI 54303 4-Kelley 10CM1438 Poss THC IA 10/12/10	4-Kelley	10CM1438	Poss THC	IA 10/12/10
12/8/2010		S):3	ers/loe	niein_aavAppDatavLocal\worcrosoft\V\	Vindows\I emp	orary Internet	t Files/OLK148\September 2010 [	Drug Cases.xls

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	Date of				Branch	Case		
Defendant	Birth	Sex	Race	Race Address	Number	Number	Charges	Disposition
56 Sarah B Turensky	2/28/1972	Щ	×	831 South Adams St Green Bay, WI 54301	6-McKay	10CM1444	PDP-PTAC	IA 10/14/10
57 Tony J Rosenthal	7/20/1987	Σ	*	8620 CTH FF Wisconsin Rapids, WI 54494	2-Warpinsk 10CM1450	10CM1450	Poss/Illegal Obt Prescript- rptr-2cts (Lexapro & Darvocet)	Dending
58 Danzel L Garris	7/18/1991	Σ	В	1636 6th St Green Bay, WI 54304	3-Bischel	10CM1454		FPT 10/8/10
59 Gilberto Bravo	2/12/1992	Σ	I	1000 Lake St Green Bay, WI 54303	3-Bischel	10CM1456		IA 9/23/10
60 Kyle Mickelson	4/13/1992	Σ	_	1985 Little Rapids Rd DePere, WI 54115	6-McKay	10CM1458 Poss THC	Poss THC	IA 10/14/10
61 Michael L Obermann	1/5/1982	Σ	*	2424 Spica Lane Green Bay, WI 54311	-Zuidmulde	-Zuidmulde 10CM1466	Poss THC PDP	IA 10/15/10
62 Toby J Madsen	10/7/1973	Σ	≯	1522 County Road R Maribel, WI 54227	6-McKay	10CM1480		FPT 9/30/10
					·		Poss THC-PTAC Poss Non-narc Control Subst-PTAC (Vicodin) PDP-PTAC	
63 Achley E Bortook 1 00000	000000	L	3	821 James St			Poss Narc Control Subst- PTAC (Vicodin) Poss Control Subst-PTAC	
סס ליטווכץ ב ממונסטו בכסמאם	101/4	<b>-</b>			2-Warpinsk 10CM1493	10CM1493	(Adderall)	IA 10/19/10
64 Ross M Tickler	5/1/1964	Σ	≥	Green Bay, WI 54303	6-McKay	10CM1527 Poss THC	Poss THC	IA 10/26/10
65 Levi A Tickler	4/14/1992	Σ	>	715 Pine St #3 Green Bay, WI 54301	6-McKay	10CM1528	Poss THC-PTAC PDP-PTAC	IA 10/26/10
66 Robert G Mills	12/23/1992	Σ	-	1209 Stuart St Green Bay, WI 54301	3-Bischel	10CM1533	Poss THC-on or near places PDP	FPT 10/28/10
67 Leon D Hargrove	1/19/1980	Σ	В	101 S Chestnut Ave #1 Green Bay, WI 54303	2-Warpinsk	2-Warpinsk 10CM1534 DC-rptr	DC-rptr	FPT 10/18/10
68 Tyler J Zilles	9/27/1991	Σ	8	1402 Chicago St DePere, WI 54115	3-Bischel	10CM1552	Receive Stolen Prop (<\$2500)-PTAC PDP	IA 11/5/10
69 Christopher L Olesewski	4/10/1990	Σ	>	1402 Chicago St DePere, WI 54115ARP	3-Bischel	10CM1553	Poss THC PDP	IA 10/28/10

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	<b>Criminal Drug</b>	Jal	2	ug Charges Filed in September 2010	d in Sep	tembe	er 2010	
	Date of				Branch	Case		
Defendant	Birth	Sex	Sex Race Addr	Address	Number	Number Charges	Charges	Disposition
				1350 Perrot St				
70 Rafael Ponce	1/13/1968	Σ	I	1/13/1968 M H Green Bay, WI 54302	2-Warpinsk	10CV	2-Warpinsk 10CV Asset Forfeiture	Pendina
				526 Spinnaker Lane #6	Asperture		The state of the s	2
71 Martiste E Khan	4/17/1980	Σ	മ	4/17/1980 M B Green Bay, WI 54302	8-Atkinson	10CV2445	8-Atkinson 10CV2445 Asset Forfeiture	Pendina
				1175 Harvey St			The state of the s	D
72 Joseph R Haney	4/20/1961	Σ	≥	4/20/1961 M W Green Bay, WI 54302	2-Warpinsk	10CV2519	2-Warpinsk 10CV2519 Asset Forfeiture	Pendina
73 Angel E Brantley	4/5/1978 M	Σ	В	Unknown	6-McKay	10CV2654	6-McKay 10CV2654 Asset Forfeiture	Pendina
				5802 20th Ave Rear	The state of the s	o epikkova	THE PARTY OF THE P	
74 Carl E Gates Jr	8/5/1979	Σ	В	8/5/1979 M B Kenosha, WI 53140	5-Hammer	10CV2655	5-Hammer 10CV2655 Asset Forfeiture	Pendina

# Criminal Drug Charges Filed in October 2010

	5		<u></u>	dinimal Diug Chaiges Filed III October 2010	ב הבת בונים בונים	i october 2010		
Defendant	Date of Birth	Sex	Race	Address	Branch Number	case Number Charges		Disposition
1 Richard W Barber	8/11/1978	Σ	В	1360 Villa Park Cir Green Bay, WI 54302	6-McKay 10CF1147	1	C-rptr	AIA 10/20/10
				1936 Day 04 Louise		I	d & subs-2cts nd & subs 5g)-2nd & subs	
2 Rasheed A Whiters	10/23/1980	Σ	В	Green Bay, WI 54302	8-Atkinson 10CF1150	ross inc-zna & subs 10CF1150 PDP	<b>7</b> 0	AIA 10/22/10
3 Marvin L Spruce	4/20/1986	Σ		918 Division St Lower Green Bay, WI 54303	-Zuidmulde 10CF1151	10CF1151 Poss Narc-2nd & subs (Oxycodone)	(Oxvcodone)	Arr 11/15/10
4 Megan J Sakkinen	6/6/1990	ш	8	1170 S 9th St DePere, WI 54115	6-McKay	10CF1156 Del Sched IV Drugs (Xanax)-3cts	(anax)-3cts	PH 10/12/10
5 Tammora L Cannon	2/28/1978	ட	>	Unknown Green Bay, Wl	5-Hammer 10CF1157			Arr 10/19/10
						Del Cocaine (>1g but <=5g)-2nd &	<=5g)-2nd &	
	7/24/1977					MDTP-2nd & subs	9	
6 John Jee Howard	4/28/1978	Σ	α	1707 Western Ave #6 Green Ray, WI, 54303	6. 10. 10.	Del Midwin (~~39)-znd & subs Del Heroin (<=3g)-2nd & subs 100=1171 DDD	ı & subs I & subs	,
								01/01/11
						PDP		
	7,0	:	-	413 St John St				
/ Paul W Denny	3/5/1959	Σ	-	Green Bay, WI 54301	2-Warpinsk 10CF1178	10CF1178 Obstructing		PH 10/22/10
8 Kyle A Seefeldt	7/16/1990	Σ	≯	1548 Deckner Ave Green Bay, WI 54302	3-Bischel	10CF1187 Manuf/Del THC(<=200g)	(B(	PH 10/20/10
						Manuf/Del Cocaine (<=1g)-2nd & subs-on or near park	=1g)-2nd &	
				1427 S Locust St		Manuf/Del Cocaine (>1a but <=5a)-	1a but <=5a)-	
9 Johnny D Lindsey	5/27/1975	Σ	М	Green Bay, WI 54304	6-McKay	10CF1188 on or near park-2nd & subs	sqns	AIA 10/22/10
10 Nicholas J Weyers	7/12/1989	Σ	≥	1266 Pershing Rd DePere, WI 54115	4-Kelley	Del THC (<=200g)-2nd & subs-rptr 10CF1198 PDP-rptr	d & subs-rptr	IA 11/9/10
				2442 Sycamore Dr #1			n-narcs	THE PARTY AND ADDRESS OF THE PARTY AND ADDRESS
11 Robert J Horkman	11/1/1983	⋝	>	Green Bay, WI 54311	-Zuidmulde 10CF1200	10CF1200 (Vicodin)		AIA 10/26/10
12 Aleon D Thomas	10/26/1976	Σ	≷	818 Hubbard St Green Bay, WI 54301	4-Kelley	10CF1207 Consp Commit Del Heroin (<=3g)	eroin (<=3g)	Arr 11/1/10
13 Brock M West	6/28/1989	Σ	n	W7370 County Rd R Niagara, WI 54151	3-Bischel	10CF1220 PDP	The second secon	PH 10/27/10
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	Date of		5		Branch	Case		
Defendant	Birth	Sex R	Race	Address	Number	Number	Charges	Disposition
14 Shannon D Thomas	10/8/1978	Σ	В	6646 N 77th St #8 Milwaukee, WI 53223	6-McKay	10CF1221	Del Heroin (<=3g)-3cts Del Cocaine (>1g but <=5g)-PTAC PWI/D Heroin (<=3g) Poss THC-PTAC	AIA 10/26/10
							Del Heroin (<=3g)-PTAC-2nd & subs Del Cocaine (>1g but <=5g)-PTAC- 2nd & subs	
15 William S Green	2/6/1975	Σ	æ	7534 S Seeley St Hammond, IN 46212	3-Bischel	10CF1222	Poss THC-2nd & subs-PTAC Obstructing	AIA 10/26/10
16 Robert J Copant	10/1/1962	≥	>	N11904 US Hwy 41 Walisalikee Wl 54177	6-McKav	10CF1223	PWI/D Cocaine (>15-40g)	AIA 11/18/10
17 Mark A Vanegeren	7/23/1969	_ ≥	:	803 N Broadway St Upper Green Bay. WI 54303	2-Warpinsk		i	PH 10/29/10
18 Tammora L Cannon	2/28/1978	ш	>	1842 Eldorado #6 Green Bay, WI 54302	5-Hammer		Del Cocaine (>1q but <=5q)	SC 11/19/10
19 Timothy D Peterson	4/4/1979	Σ	>	W2355 Valleywood Lane Appleton, WI 54915	6-McKay		10CF1238 Del Heroin (<=3g)-2nd & subs	IA 11/16/10
20 Daniel S Slack	11/14/1976	Σ	≥	1168 Roland Lane #3 Green Bay, WI 54303	3-Bischel	10CF1239	Manuf THC (<=200g) PDP	IA 11/16/10
21 Kvla A Saafaldt	7/16/1990	2	≥	1548 Deckner Ave	3-Rischel	10CE1240	PWI/D THC (<=200g) Poss THC	DH 44/41/40
22 Luzarick E Streeter	5/24/1982	<b>=</b>	: <u> </u>	1227 E Walnut Green Bay, WI 54301	6-McKav	10CF1242 Fel BJ	Fel BJ	Warrant
23 Heather E Sullivan	6/8/1985	ш	_	200 S Locust St Green Bay, WI 54303	-Zuidmulde	10CF1244	-Zuidmulde 10CF1244 Obtain Control Subst Fraud (Adderall)	Arr 11/22/10
24 Fredi L Wharton	5/5/1976	ш	≥	13392 KC Road Gonzales, LA 70737	6-McKay	10CF1246 Fel BJ	Fel BJ	Warrant
25 Josephine A Marshall	7/3/1993	ட	≥	4270 White Pine Dr Green Bay,WI 54313	8-Atkinson	10CF1247	Fel BJ	Arr 11/16/10
26 Deangelo C Chappell	7/24/1977	Σ		2220 Carstensen Lane Green Bay, WI 54304	6-McKay	10CF1248	Batt-DVO DC-DVO Poss THC-2nd & subs	PH 11/16/10
27 Juan E Celestino	11/5/1971	Σ	ᅟᅟᅟ	1916 VanDeuren St Green Bay, WI 54302	-Zuidmulde	-Zuidmulde 10CF1249		PH 11/16/10
28 Lonnie C Weddles 12/8/2010	1/3/1971	Σ	B C:\Us	225 S Roosevelt St Lower Green Bay, WI 54301 ers\loehlein_aa\AppData\Loca\	5-Hammer Microsoft\Win	10CF1251 idows\Tempc	225 S Roosevelt St Lower B Green Bay, WI 54301 5-Hammer 10CF1251 PDP-PTAC-rptr C:\Users\looklooklooklooklooklooklooklooklookloo	PH 11/18/10 ug Cases.xls

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Defendant	Birth	Sex	Race	Address	Number	Case Number Charges	Disposition
29 Keith I Raymond	1/46/1088	2	*	2273 Crary St	4 1/0 11 0 11		
בס ויכווו ב וימאווסוומ	0001/01/1	≥	\$	Gleell Day, WI 34304	4-Nelley	IUCF 1260 PDF	AIA 11/23/10
				La cost onia 9 0800			
30 Raphael R Neconish	5/26/1981	Σ		DePere, WI 54115	-Zuidmulde	Del Cocaline (> ig but <=5g)-fptr-2cts -Zuidmulde 10CF1263 Misd Theft by Fraud-rptr (Cocaine \$\$)	AIA 11/2/10
				2074 Wildwood Lane		The second secon	
31 Jeffrey A Mitchell	6/10/1961	Σ	≥	Green Bay, WI 54304	8-Atkinson	10CF1264	IA 11/19/10
						Del THC (<=200g)-2nd & subs-rptr-	
						ZCIS	
						Del MDMA (<=3g)-2nd & subs-rptr	
				4464 Decision Decision 1		Del Cocaine (>5-15g)-Znd & subs-	
32 Frank R Jackson	5/15/1978	Σ	Ω	Green Bay Wil 54304	4-Kellev	100E1265 Misd B L-rotr	07/1/0/40
T-AMAZAN T-							
				716 N Ashland Aev		Poss Control Subst (Amphetamine)	
33 Matthew P Netwal	7/5/1991	Σ	≥	Green Bay, WI 54303	8-Atkinson	8-Atkinson 10CF1266 PDP	AIA 11/23/10
				2833 W Mason St			01071111111
34 Robert P Shampo	12/9/1991	Σ	_	Green Bay, WI 54313	-Zuidmulde	-Zuidmulde 10CF1268 Manuf THC (<=200q)-PTAC	IA 11/23/10
: : : : : : : : : : : : : : : : : : :		1	ļ	824 Grove St #1			
35 Roy C Williams	9/9/1970	Σ	≥	Green Bay, WI 54302	4-Kelley	10CF1269 Poss THC-2nd & subs	IA 11/30/10
		;	:	1465 Morrow St			
36 Martin Gonzalez	5/6/1993	≥	ᆈ	Green Bay, WI 54302	6-McKay	10CM1573 Poss THC	IA 11/2/10
				2396 Lawrence Dr			
37 James M Garrity	1/23/1967	Σ	≥	DePere, WI 54115	4-Kelley	10CM1617 (Vicodin)	IA 11/9/10
				1237 Echo Lane		PDP	
38 Daniel D Gardipee	9/17/1991	Σ	≥	Green Bay, WI 54304	-Zuidmulde	-Zuidmulde 10CM1630 Poss THC	FPT 11/12/10
12 C W 2000 C	7	L		1021 Sycamore Ave	:		
39 Dawn IVI LIEGI	2///1965	ᅩ┃	≥	Milwaukee, WI 53172	4-Kelley	10CM1633 Poss Cocaine-PTAC	AIA 11/18/10
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41 Hayley A Minor	1/25/1991	щ	≥	Green Bay, WI 54302	2-Warpinsk	2-Warpinsk 10CM1645 PDP-2cts	IA 11/16/10
				1901 Ridgeway Dr #42			
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12/8/2010			C:\Us	ers\loehlein_aa\AppData\Loc <b>a</b>	/Microsoft/Win	dows\Temporary Internet Files\OLK148\October 2010 Dn	ug Cases.xls

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	ပ်	imir	lal	<b>Criminal Drug Charges</b>	Filed i	g Charges Filed in October 2010	
	Date of			)	Branch	Case	
Defendant	Birth	Sex F	Race	Sex Race Address	Number	Number Charges	Disposition
				311 S Quincy St			
44 Anthony Kewon Murphy 10/21/1978	10/21/1978	Σ	В	Green Bay, WI 54301	3-Bischel	3-Bischel 10CM1673 Poss THC-PTAC	AIA 11/5/10
				1023 Coral St Apt #7		Poss THC	
45 Andrew M Willems	2/28/1985	Σ	≯	DePere, WI 54115	8-Atkinson	8-Atkinson 10CM1691 PDP	IA 11/19/10
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47 Casity A McIntyre	6/17/1987	Ł	В	Green Bay, WI 54301	6-McKay	6-McKay 10CM1693 Poss THC-PTAC	IA 11/19/10
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48 Michael A Long	8/12/1985	Σ	В	Green Bay, WI 54302	6-McKay	6-McKay 10CM1700 PDP	IA 11/23/10
	10/12/1986			1713 Main St		- Administration (process research rese	
49 Bernadino Ramos-Perez 5/22/1990	5/22/1990	Σ	I	Green Bay, WI 54302	8-Atkinson	8-Atkinson 10CM1701 Poss Cocaine	IA 11/23/10
						Poss THC-PTAC	
				1009 Bruning St		PDP-PTAC	
50 Jacob A Koehler	12/30/1990	Σ	8	Niagara, WI 54151	2-Warpinsk	2-Warpinsk 10CM1702 Poss Control Subst-PTAC (LSD)	IA 11/30/10
				1105 Brookwood Dr			
51 Candice K Thornton	4/9/1984	щ	മ	Green Bay, WI 54304	6-McKay	6-McKay 10CV2843 Property Forfeiture	Pending
				715 Pine St #3		AND THE PARTY OF T	
52 Dylan M Vorpahl	5/29/1993	Σ	≥	Green Bay, WI 54301	5-Hammer	5-Hammer 10CV2956 Asset Forfeiture	Pending

# TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

# RESOLUTION REGARDING RECLASSIFICATION OF CLERK/TYPIST II CLERK OF COURTS

WHEREAS, a request for reclassification of the Clerk/Typist II position in the Clerk of Courts was submitted in June, 2010, and the basis for the reclassification relates to additional duties being performed beyond the Clerk/Typist II classification; and

WHEREAS, the Human Resources department conducted a thorough study (study attached), of the changes in job duties and it was determined that the Clerk/Typist II is performing additional duties beyond the Clerk/Typist II position description; and

WHEREAS, the additional duties this position has incurred include: Small Claims processing, Family and Civil File processing, Receipting, Bill Notices and Tracking, Docketing for Small Claims, Small Claim Notice of Entry Judgment, Small Claim Mediation and submitting vital statistic information; and

WHEREAS, the Human Resources Department study revealed the Clerk/Typist II (front counter) position has responsibilities and performs duties which require knowledge, skills and abilities more aligned with those of a Customer Service Clerk in Category F of the Courthouse bargaining unit; and

WHEREAS, the Human Resources Department in conjunction with the Clerk of Courts recommend the Clerk/Typist II (front counter) position be reclassified to a Customer Service Clerk in Category F of the Courthouse bargaining unit; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that the Clerk/Typist II position in the Clerk of Courts be reclassified as a Customer Service Clerk in the Clerk of Courts table of organization retroactive to the original date of the reclassification request June 4, 2010.

BE IT FURTHER RESOLVED that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.

### Fiscal Impact Salary and Fringe Benefits For the Period of 6/01/10 – 12/31/10

Position Title	<u>FTE</u>	Addition/ Deletion	Salary	Fringe	Total
Clerk/Typist II Customer Service Clerk	(1.0) 1.0	Deletion Addition	(\$17,969) \$18,811	(\$11,627) \$12,173	(\$29,596) \$30,984
Total Fiscal Impact			\$ 842	\$ 546	\$ 1,388

Respectfully submitted,

PUBLIC SAFETY COMMITTEE EXECUTIVE COMMITTEE

A commerce of Davi	EXECUTIVE COMMITTEE
Approved By:	
*.	
COUNTY EXECUTIVE	
Date Signed:	
Final Draft Submitted by Hum	nan Resources and Approved by Corporation Counsel
	BOARD OF SUPERVISORS ROLL CALL #
	Motion made by Supervisor
	Seconded by Supervisor

SUPERVISOR NAMES	DIST.#	AYES	NAYS	ABSTAIN
TUMPACH	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR	DIST.#	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

<b>Total Votes Cast</b>			
Motion:	Adopted	Defeated	Tabled

### **HUMAN RESOURCES DEPARTMENT**

# Brown County

305 E. WALNUT STREET P.O. BOX 23600 GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

**HUMAN RESOURCES MANAGER** 

TO:

Debbie Klarkowski

Human Resources Manager

DATE:

July 30, 2010

FROM:

Paula Kazik

Senior Human Resources Analyst

RE:

Clerk/Typist II Reclass Request

### I. Introduction:

The Human Resources Department received a request from Beth Holda, Clerk Typist II in the Clerk of Courts to review and reclassify the position.

### II. Research Completed

- a. Discussion with incumbent
- b. Discussion with Lisa Wilson & Lauri Marenger
- c. Review of job description
- d. Review of job duties performed by Customer Service Clerks
- e. Review of other clerical county positions

### III. Findings from Research

The Clerk of Courts office currently has four individuals assigned to handle the front counter duties of the department. Currently, three positions are classified as Customer Service Clerks and one position is classified as a Clerk Typist II; all four are seated at the front counter 100% of the time.

A reclassification was submitted and approved in July 2005 reclassifying three Clerk Typist II's to Customer Service Clerks. At that time the fourth Clerk Typist II was performing back up duties and did not perform the duties on a regular, on-going basis, therefore did not qualify for a reclassification. Since the reclassification, Lisa Wilson, Clerk of Courts was elected and required that all four positions be cross trained at the front counter.

### IV. Discussion

In evaluating the reclassification request, the following three areas must be analyzed:

1. Are there significant job duty changes?

2. If so, do those significant job duty changes affect the knowledge, skills, and abilities necessary to perform the position?

3. If so, do the new requirements for knowledge, skills, and abilities warrant the position to be reclassified to another position?

The Clerk/Typist II position description states the position performs varied and increasingly responsible clerical and typist work calling for independent judgment, initiative and specialized knowledge in carrying out established procedures or applying laws or regulations.

The position is also responsible for conducting transactions with the public with matters requiring determining which laws, rules, and/or departmental policies and procedures are applicable to each transaction. Employees in this class are expected to perform their normal work assignments in accordance with established work procedures with a minimum amount of instruction or direction. Duties outlined on the job description include:

- Reception work Performs receptionist and/or counter duties, answers questions regarding departmental regulations
- Performs filing and searching
- Analyzes and interprets information contained in a variety of documents, forms, reports etc. for processing
- Obtains information from the public for the completion of forms, documents, records, etc.
- Refers inquirers to proper department or official
- Performs data entry of various courts documents; scheduling, docketing
- Types correspondence and corrects/update vital statistic data from written or printed material
- Receives payments, issues receipts
- Makes detailed arithmetic calculations when processing of information

The following outlines the job duty changes identified.

Small Claims-This is an entirely newly added function. The duties of the position are to schedule hearing and return dates, assign case numbers and court dates into the computer, enter parties and attorneys names into the computer, date stamp documents and make copies, assemble small claim and garnishment packets, dispose of cases and hearings heard, add court events into the court record, process oral and written decisions, block out times in the Court Commissioner's calendar on non court dates, and put files in numerical order.

Disposing of cases heard entails entering into the computer that cases were heard.

Adding court events into the record is entering any documentation of court related activities such as future court dates, judgments, etc.

After a hearing the Court Commissioner will either make an oral or written decision. To process an oral decision this position must make copies of the decision and assign the case to a judge. Judges rotate the cases they hear so this position assigns the case to the next judge in line. After being assigned to a judge, this position gives the file to the assigned court.

To process a written decision, this position mails the written decision to the parties involved and fills out a demand for trial form taking the information directly from the judge's written decision. If needed, this position would then assign a judge to the case.

Putting files in numerical order is being done to assist the Clerk Typist II's in file management.

These duties require a high level of accuracy and competency as well as knowledge of small claims summons and complaints and processing. Errors can result in cases being dismissed or delays in court hearings which is frustrating for the court and for the public.

Family & Civil Files-This is an entirely newly added duty. The duties of the position are to assign case numbers, court dates and the party's names into the computer, dispose of hearings and cases heard, add court events (future court dates, orders, short narratives of explanation) into the court record, put files in numerical order, add additional party's names and attorneys into the computer, date stamping the file and make copies.

These duties require a high level of accuracy and competency. Assigning a wrong case type can result in a case not being scheduled timely. It can also result in a case that should be confidential being placed in a non-confidential file.

There are many other types of family filings which initiate a new case in Brown County. These documents must be carefully examined by the clerk to determine what type of filing it is and whether or not the party filing the document is requesting court action.

This is a complex area of laws and the decision the clerk makes will directly affect the court action the document receives. The level of accuracy and competency exceeds the skills and abilities of a Clerk/Typist II.

Receipting-The position always has received payments and issued receipts through and mail and the counter for sheriff sale deposits, copy fees, transcripts, executions, certificates of judgments and other miscellaneous payments. Again, this task has always been done, but now this position opens mail for the entire office so the volume of receipting has increased.

When taking in a payment this position must determine what type of filing the party is pursuing. There are fourteen different case types and many different payment codes. The longer a person is in the position the more they become familiar as to what code is used for what filing. If there is a filing that the person doesn't know what code to enter they can refer to the computer for help or their manual. If they still do not know the type of filing to enter, they would ask a co-worker or the Chief Deputy.

Before when receipting for just small claims there was approximately only 30 different types of claims. Now with processing family and civil files there are approximately 150 types of claims. Learning what code to enter for what type of claim may take a new person in the position a longer time to learn the job, but there are guidelines to follow on this task.

Mail-The position used to only receive mail for their area. Now the position opens mail for the entire office, which includes entering the information into the computer and routing it to the appropriate area.

When receiving filings through the mail this position must enter into the computer the type of filing. There are approximately 40 types of filings, but generally there are five main types of filings (small claims, family, civil, criminal and traffic/forfeitures).

These duties require a high level of accuracy and competency. Assigning a wrong case type can result in a case not being scheduled timely. It can also result in a case that should be confidential being placed in a non-confidential file. Although the responsibility has expanded, I believe the level of accuracy and competency exceeds the skill and ability levels of a Clerk/Typist II.

Bill Notices and Tracking: This is an entirely newly added function. This position prepares a form letter to the party letting them know their payment for court fees is due. The only information that may need to be added to this letter is the parties' names, addresses, and amount due.

If a party cannot afford to pay their court fees they may fill out a Waiver of Filing to request a reduction in their payment of court fees. The Court Commission determines if the requester is indigent and if it has to be paid. After the Commissioner reviews the party's request, this position would prepare a form letter informing the party of the Commissioner's decision. If it is ordered that it has to be paid, the Commissioner may indicate the period of time for repayment. If this isn't determined, the Clerk then sets up a repayment plan.

When the payment arrives the position receipts the payment. If the payment does not arrive within 30 days they follow up with another form letter telling them that the payment must be submitted within two weeks or will be handed over to Corporation Counsel. If payment is not received within the two weeks, the file is sent to Corporation Counsel.

These duties are within the Clerk Typist II classification. The letters prepared are form letters. When setting up a payment plan as long as the party agrees to make some sort of payment each month that is allowed.

The added duties require no additional knowledge, skills or abilities to perform and are within the Clerk Typist II specification.

Docketing for Small Claims-This also is an entirely newly added function. If one party takes another party to court, and it is determined that the party owes money to the individual who brought them to court, that party can file a judgment against the other party. When receiving this form, this position verifies that all information on the form is accurate. They check that the party's name, address and amount due are accurate. If the information is accurate they date stamp the document and route the form on. If that information is not accurate, this position then has to call the attorney or individual to tell them the information

A high level of accuracy and knowledge of small claims processing is required, a level of skill and ability beyond that of the Clerk/Typist II classification. Failure to timely docket judgments (defined as within one hour of filing of the judgment) could result in the Clerk of Courts being liable in treble damages to the party injured. Docketing a judgment for the incorrect amount or against the wrong person could present a liability for the Clerk of Courts.

Small Claim Notice of Entry Judgment-This is a newly added function. This process involves entering judgments into the computer, printing a Notice of Entry of Judgment, date stamping them, making copies, putting a mailing date on the form and a judgment date on the financial statement, mailing the Notice to all parties in the case. In order to prepare the Notice of Judgment, the Clerk must review and correctly interpret the minutes and verify the information on the judgment.

Minutes can be complicated and requires the ability to read and understand complex written documentation.

Small Claim mediation-This is also a new duty. This position schedules all mediation cases, disposes of the case after it is heard, and enters any notes into the computer off the minute sheet.

Mediation, being one type of a small claim filing, would follow a similar process as other small claim filings.

These duties require a high level of accuracy and competency as well as knowledge of small claims summons and complaints and processing. These additional duties require knowledge, skill and ability beyond that of the Clerk/Typist II classification. Errors can result in cases being dismissed or delays in court hearings which is frustrating for the court and for the public.

Miscellaneous-Duties that have always been done by this position include: checking files in and out from the file management area, locking and unlocking the front office door, signing in citizens that want to come in the office to research information, and assisting with training new employees in their area. This position also is required to be a notary republic and certify certain documents.

These duties are within the Clerk/Typist II classification.

Another newly added miscellaneous duty includes submitting vital statistic information. Submitting vital statistic information for things like name and sex changes for a birth certificate requires this position to enter the information in the computer and submit it to Madison. This is a highly involved procedure. Court ordered name changes could easily be confused with court ordered corrections and the application of incorrect fee assessment and incorrectly publishing a name change when it isn't required.

Customer Service- The Clerk Typist II has always worked at the front counter and has answered questions over the phone and in person about the legal process and has directed citizens. When the position assists the public, typically the requests are routine in nature but at times requests may require additional research. The research involves determining which of the laws, rules, or regulations, is applicable to a particular situation.

In responding to requests from the public, specific knowledge is needed to determine where to look for the information or where to refer the caller (i.e., code book, other City, County or State departments, Statutes, etc.). In most instances, either copies of the specific code, law or procedure are provided to the public or routinely explained. Non-routine questions or interpretations may be referred to other staff or, in some instances the Clerk must conduct research into laws, rules or regulations to provide the appropriate response.

This position now processes small claims, family, civil, criminal and traffic/forfeiture paperwork and the processing is more complicated. The position also has to do docketing and entering of court events. This position may gain or be required to gain a greater knowledge of the legal process; however, this knowledge can all be gained on the job.

It should be noted that this position works with a variety of different documents throughout the day. There are different processes and procedures to follow on how each document is processed. The position over time becomes familiar with how the documents are processed. They must learn for instance which documents get signatures, which documents get routed to different areas (ex. Child Support, Register of Deeds office), which documents need to be sent to a Commissioner immediately, which documents to put in confidential envelopes so the public cannot view, which documents get date stamped, etc.

This position processes a lot of paperwork throughout the day. There are many steps to learn in this job, and each step and process is complex requiring a high degree of accuracy and a broad knowledge base. The level of accuracy and competency exceeds the skills and abilities of a Clerk/Typist II.

### Comparison of Other Position in the County

### Customer Service Clerk

A Customer Service Clerk regularly processes work of routine difficulty calling for independent judgment, initiative and specialized knowledge and understanding of laws, regulations and/or departmental policies procedures. A Customer Service Clerk is responsible for conducting transactions with the public regarding matters requiring interpretation, analysis and application of laws, rules, and/or departmental policies and procedures. These duties include analyzing,

interpreting and processing information of a complex nature contained in a variety of documents, forms, reports on a routine basis. A Customer Service Clerk prepares bill notices informing parties their court fee payment is due; tracks receipt of payments; process waiver of filings; and refer non-payers to Corporation Counsel. A Customer Service Clerk has an increased level of responsibility as it relates to assigning case numbers, schedules hearing and return dates, docketing, disposes of cases and hearings heard, adds court events into the record, processes oral and written decisions, processes small claim notice of entry judgment. Errors in their work have a significant impact on the operation of the legal system, the courts, and processing of cases and information.

### V. Recommendation

This study revealed the Clerk Typist II (front counter) position is performing additional duties that require additional knowledge, skills and abilities beyond the classification. The responsibilities are more aligned with those of a Customer Service Clerk which is Category F of the Courthouse Contract.

Based on the foregoing, it is recommended that the Clerk/Typist II position located at the front counter be placed in Classification F, Schedule A, of the Courthouse Agreement.

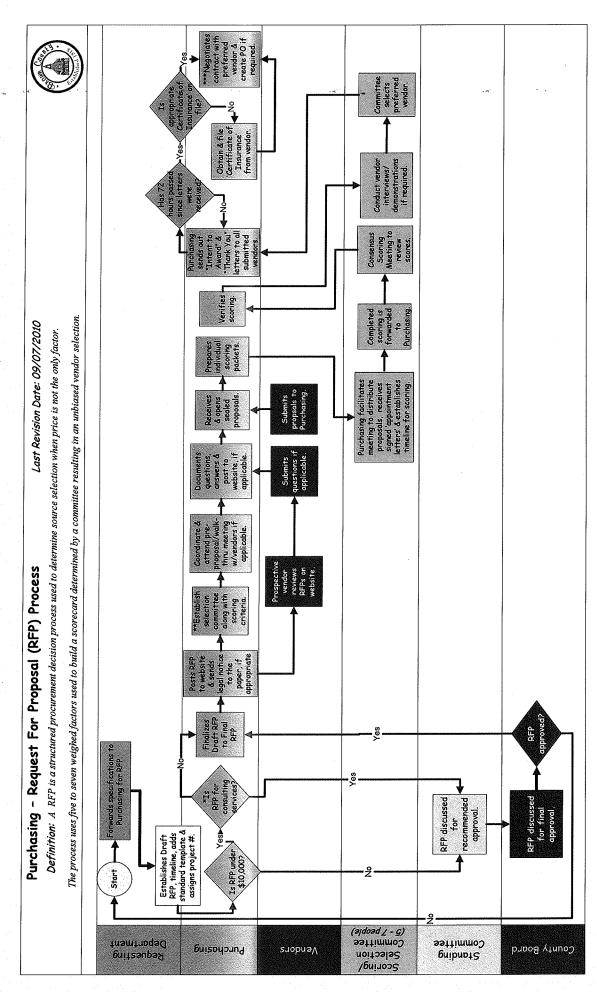
### FISCAL IMPACT:

In accordance with the Memorandum of Understanding titled Job Analysis Procedure in the Courthouse Bargaining Unit, Teamster's Local 75, the recommendation is to be retroactive to the date the completed.

2010 Fiscal Impact Calculation For the Period 6/1/10 - 12/31/10 (Delete 1.0 FTE Clerk/Typist II; Add 1.0 FTE Customer Service Clerk)

### Fiscal Impact for the period 6/1/10 to 12/31/10:

	Customer <u>Service Clerk</u>	Clerk/Typist II	Difference
2010 Salary (6/1/10 - 12/31/10)	\$ 18,811.33	\$ (17,969.00)	\$ 842.33
2010 Fringe Benefits (6/1/10 - 12/31/10)	\$ 12,172.55	\$ (11,627.48)	\$ 545.07
Total Fiscal Impact (estimate):	\$ 30,983.88	\$ (29,596.48)	\$ 1,387.40



\*\*Consulting service" would be a service in which Brown County hires someone to <u>advise</u>. On the other hand, if we hire someone to perform work that is <u>normally</u> done at Brown County due to a resource issue, is not a consulting service. \*\*\*Examples of Possible Source Selection Criteria Choices: Cost/Price, Experience, Organizational/Staff Capabilities/Qualifications, Project Approach, Project Schedule/Work Plan Qualifications of firm/staff, Quality/Clarity References, Responsiveness of Proposal, Responses to information sheet, Scope of Work, Service/Support. References

\*\*\*At this step the RFP information/results are available to the public. (Risk Manager approves any non-standard contractual agreements.)

### Brown County radio system provider search under way

Some say Motorola was given unfair advantage

Brown County public safety officials soon will know the name of the communications company that will provide its new radio system.

But some in the radio business think it's a foregone conclusion.

Motorola.

"I think that's the way it was intended," said Joe Biese Sr., a retired radio technician at Wisconsin Public Service Corp. and member of the former Blue Ribbon Committee that advised former County Executive Carol Kelso when the search for a radio system vendor began more than five years ago.

Motorola, with 2009 revenues in excess of \$22 billion, is considered by some to have the inside track to get the contract because the county's current radio system was provided by Motorola.

And competitors had only 10 weeks between the pre-bid meeting and the bid deadline, a span they say was cost prohibitive and made it virtually impossible to get the necessary engineering work done.

"The way it (request for proposals) is written, if you were a company in that business, you'd have to consider all the resources it would take to respond, with site engineering and everything," Biese said.

But Karl Fleury, the public safety communications center director since September, said the assumption that the process favors Motorola is "totally inaccurate."

"It's an open bid process and does not favor one vendor over another," Fleury said. "There are several potential bidders, and we're not predisposed to any one company. Whoever is selected has to prove they can do it."

The county is required to go to a narrow-band system for its 9-1-1 communications network by Jan. 1, 2013. The present system is deficient, with public safety officials reporting they often are unable to talk to other public safety officials in the county.

The county could pay \$20 million to \$25 million for the radio system infrastructure after the bids are opened Dec. 15 and the contract is awarded. That price tag doesn't include the approximately 3,000 radios that the 43 public safety agencies in the county will need under the new system.

The county has already borrowed for some of that cost.

The Harris Corp., an international communications company with total 2010 revenues exceeding \$5 billion, had three representatives at the Oct. 6 pre-bidding meeting at the 9-1-1 center. After surveying the scene and suggesting that the bid deadline be extended for one month, Harris officials concluded it wasn't worth submitting a bid.

In a letter to the Brown County Purchasing Department obtained by the Green Bay Press-Gazette, Dana Hansen, regional sales manager for the Harris Corp., said three factors weighed in the company's decision not to bid.

"Site visits were not going to be allowed or accommodated," she wrote. "This would clearly provide the incumbent vendor, Motorola, a significant advantage since they have complete access to existing sites today. The RFP (request for proposals) was issued with a considerable short turn-around time for a project of this magnitude. Brown County visited only Motorola customers (Hennepin County, Minn.) as part of their preliminary work for this project. They made no attempt to visit any Harris customers or other vendors' sites."

Steve Nielsen of Nielsen Communications in Green Bay said it's no surprise that companies like Harris have declined to submit bids.

"Typically a proposal of this size will have a four- to six-month response time," Nielsen said. "The RFP was posted Sept. 22 with a Nov. 15 due date (later extended one month). No vendor could possibly respond in such a short time period, unless of course much or all of the work had already been completed."

County Executive Tom Hinz insisted it has been a level playing field.

"I wouldn't be part of anything that was done unethically," Hinz said. "If Motorola has been given an advantage, I'd like to know who gave them an advantage. I'm not a radio technician, but you have to put a certain amount of faith in the consultants you hire."

In this case, that faith was put in GeoComm, the consultant headquartered in St. Cloud, Minn. GeoComm helped the county prepare the request-for-proposals by providing engineering data.

GeoComm officials could not be reached for comment, but the company has worked with Motorola and other companies in the past.

Steve Gorecki, a spokesman for Motorola in Chicago, issued the following statement when contacted by the Green Bay Press-Gazette: "Motorola Solutions is presently considering a response to Brown County's Request-for-Proposal for a new interoperable radio system. Due to the ongoing bid process, Motorola cannot provide any additional comment at this time, and all inquiries should be directed to Brown County."

The radio interoperability system has been controversial for years. Kelso hired a private audit company in 2006 to review the process that 9-1-1 center Director Jim Nickel used to select a consultant for the project.

Virchow, Krause & Company of Oshkosh concluded that "the selection process was characterized by inadequate management and documentation."

Nickel resigned in May 2006 but was rehired after Hinz was elected county executive in April 2007. Nickel retired in April.

Hinz said the county isn't obligated to accept any bid if the price is too high.

"If we feel it's exorbitant, we can revisit the proposal," he said.